

ADDING A SUBSTITUTE APPROVER IN CONCUR

This job aid to provide step-by-step instructions for Travel Approvers to designate a substitute approver in ESS (rather than through SAP Portal – Universal Worklist).



My Paystubs

View my paystubs



My Time Statement

Display time records...



My W2



My Benefits

Display benefit plans



My Profile

Update or change yo...



My Tax Withholdings

Display and change ...



My TB Compliance



My Vacation Balance

Display my vacation ...



Travel Management



Job aid to navigate updated My Paystubs

1

Log into ESS with your SSO and click on the Travel Approvals tile.

Travel Approvals

Travel Approvals

24

- Tasks (10)
- Search
- Approve/Reject Travel Expense:YKS845 for J...
Workflow System Medium
 - Approve/Reject Travel Expense:3HEWXI for A...
Workflow System Medium

Approve/Reject

Approve/Reject Travel Expense:YKS845 for [redacted] 4500

Workflow System

Status: Ready
Priority: Medium

Created on Jan 23, 2024, 4:20 PM

Approval Preview
Review Attachments

- Recent Activities
- Frequently Used
- App Finder
- Settings
- About
- Manage My Substitutes**
- Substitute For
- Support Information
- Sign Out

Manage My Substitutes

- Planned
- Unplanned**

Manage My Substitutes	Task Group	Start Date
[redacted]	[redacted]	[redacted]

2 Click on your user icon at the top and select "Manage My Substitutes."

3 Select "Unplanned" to set up a substitute without an end date (indefinite). Click on "Add New Substitute."

Add New Substitute

Manage My Substitutes

jennifer

SP ED SERV-SP S PG

JENNIFER JU
ITS-AF

JENNIFER KI
HR-CER

Jennifer K
W

Choose Task Group

JENNIFER
Los Angeles Unified School District

All Task Groups

All

AP Workflow

AR Workflow

GL Workflow

AP Imprest

AP(PCard) Workflow

RPA Workflow

SFE Workflow

Travel Workflow

Save

Cancel

4

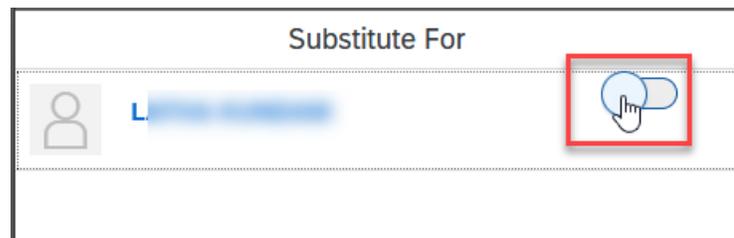
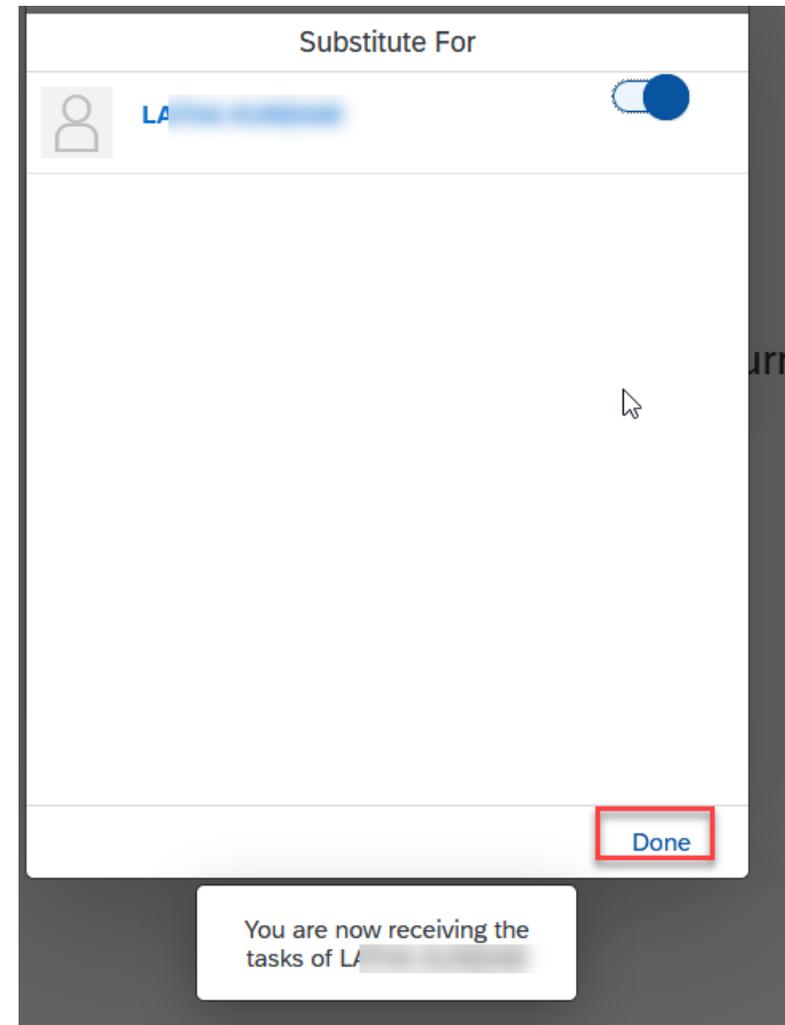
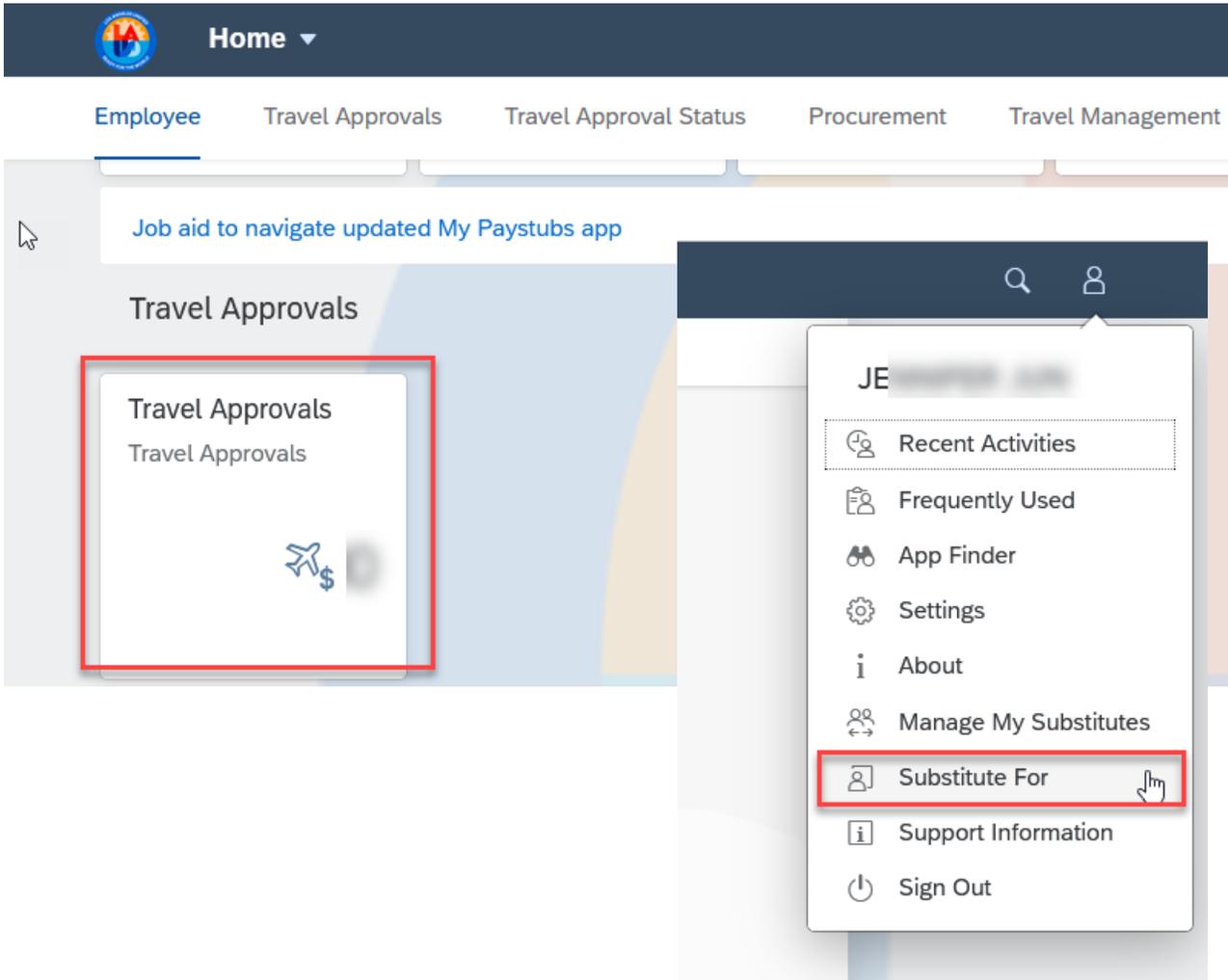
Search for and select the user who will be your substitute, then choose "Travel Workflow" and click Save.

5

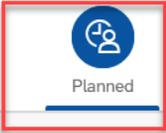
The added substitute will be displayed.

The screenshot shows a user interface for managing substitutes. At the top, there is a dark blue header with a back arrow, a profile icon, and the text "Manage My Substitutes". Below the header, there are two tabs: "Planned" and "Unplanned", with "Unplanned" being the active tab. The main content area displays a table with the following columns: "Manage My Substitutes", "Task Group", and "Start Date". The table contains two rows. The first row is partially obscured by a blurred area. The second row is highlighted with a red border and contains the following data: "JENNIFER J" in the "Manage My Substitutes" column, "Travel Workflow" in the "Task Group" column, and "02/13/2024" in the "Start Date" column.

Manage My Substitutes	Task Group	Start Date
[Blurred]	[Blurred]	[Blurred]
JENNIFER J	Travel Workflow	02/13/2024



6 The final step is for the substitute to accept the substitution. The substitute will need to log into ESS, open the Travel Approvals tile, click on "Substitute For" and toggle the button next to the primary approver's name. Click Done.



Manage My Substitutes	Substitution Period	Task Group	Start Date	End Date
 RT107 - Travel Approver Active	No end date	Travel Workflow	11/27/2023	

7 If a substitute is only needed for a defined period of time (i.e., primary approver will be out of the office for a specified duration), select “Planned” to set up a substitute with a defined end date. Click on “Add New Substitute.”



Choose Task Group

G [redacted]
Los Angeles Unified School District

- All Task Groups >
- All >
- AP Workflow >
- AR Workflow >
- GL Workflow >
- AP Imprest >
- AP(PCard) Workflow >
- RPA Workflow >
- SFE Workflow >
- Travel Workflow >**

Choose Substitution Period

G [redacted]
Los Angeles Unified School District

Task Group
Travel Workflow

Substitution Period
From Today

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
5	28	29	30	31	1	2	3
6	4	5	6	7	8	9	10
7	11	12	13	14	15	16	17
8	18	19	20	21	22	23	24
9	25	26	27	28	29	1	2

Save Cancel

Choose Substitution Period

G [redacted] ni
Los Angeles Unified School District

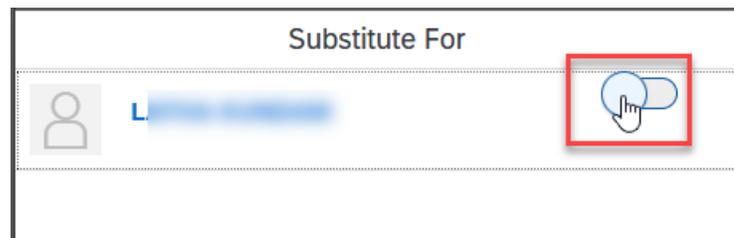
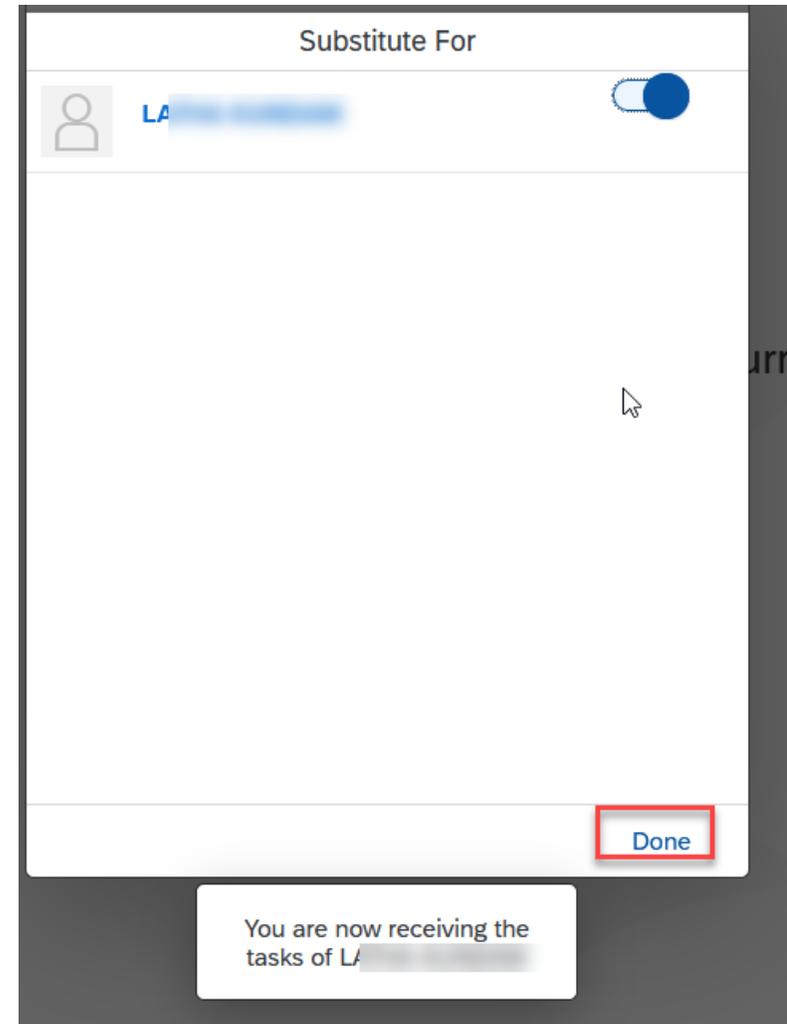
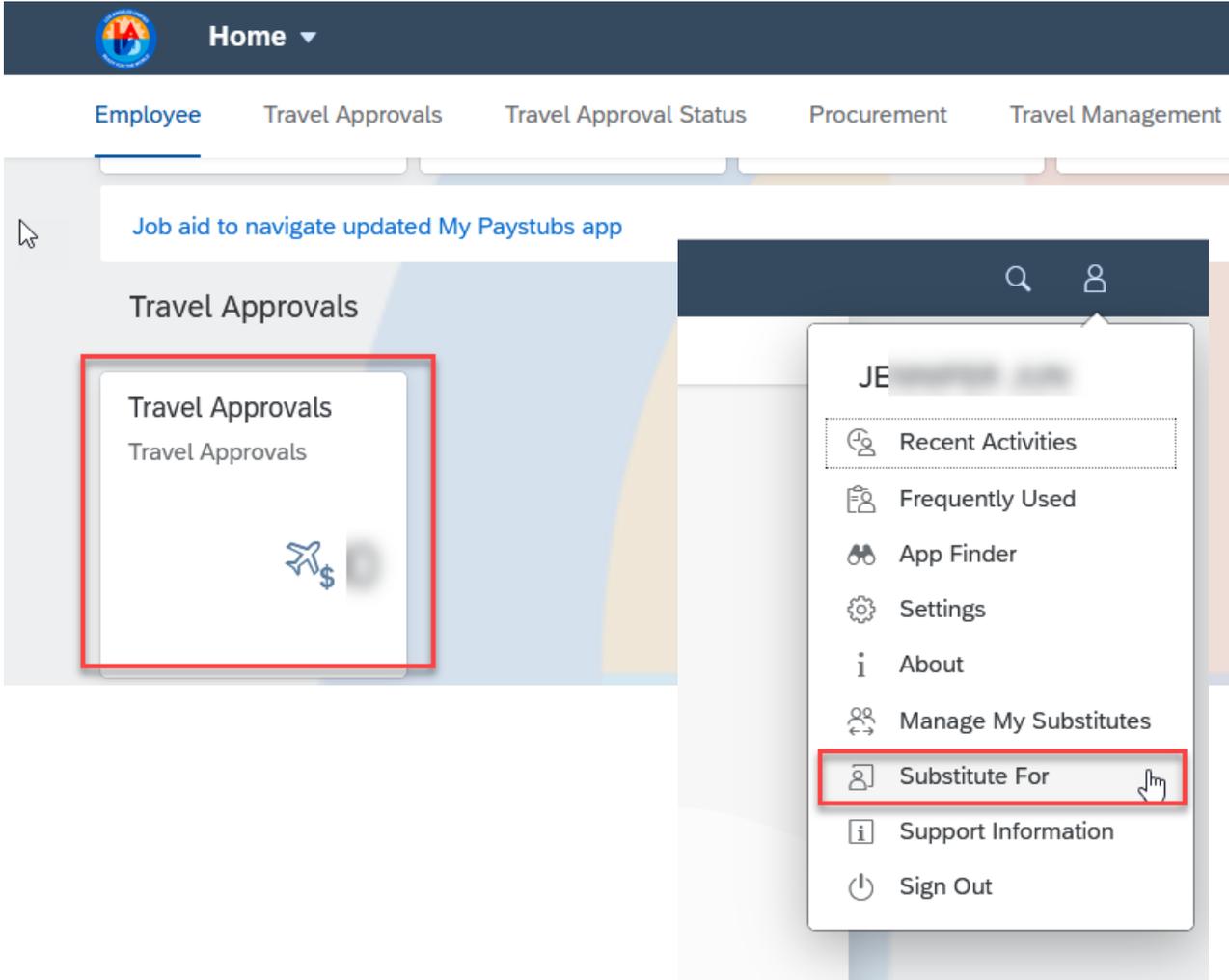
Task Group
Travel Workflow

Substitution Period
From 13 Feb 2024 to 15 Feb 2024

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
5	28	29	30	31	1	2	3
6	4	5	6	7	8	9	10
7	11	12	13	14	15	16	17
8	18	19	20	21	22	23	24
9	25	26	27	28	29	1	2

Save Cancel

8 Choose "Travel Workflow" then select the start and end dates for the substitution period. Click Save.



6

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